



## **GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service  
Authorized Federal Supply Schedule Pricelist**

### **Schedule Title and FSC Group 03FAC, Facilities Maintenance**

**FSC Class: Services**

**Contract Number: GS-06F-0002T**

**Contract Period: October 1, 2006 - September 30, 2011**

For more information about ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.fsa.gsa.gov>

**Contractor:** Northern Management Services Inc.

**Address:** 607 Church Street  
Sandpoint, ID 83864

**Telephone:** (208) 263-1363

**FAX Number:** (208) 263-7300

**E-mail:** [kmalone@nmsinc.com](mailto:kmalone@nmsinc.com)

**Contract Administration:** Kent Malone

**Business Size:** Small Business

## **Table of Contents**

<b>1. Information for Ordering Activities</b>	<b>Pages 2-3</b>
<b>2. Prices</b>	<b>Pages 4-9</b>
<b>3. Company Information / Description of Services</b>	<b>Pages 10-17</b>

## **ORDERING INFORMATION:**

**1. Table of Awarded Special Item Number(s)**

<b>SIN</b>	<b>Description</b>
811-002	Complete Facilities Maintenance
811-003	Complete Facilities Management
811-005	Refrigeration, Heating, Ventilation and Air Conditioning HVAC Maintenance
811-006	Facilities Maintenance and Management Consulting
003-100	Ancillary Supplies and/or Services Relating to Facilities Maintenance and Management Solutions for Real Property, Dockside Facility Maintenance, Repair Services and Dry Dock Solutions, and Industrial, Aerospace and Marine Coating Solutions
871-100	Ancillary Supplies and/or Services Relating to Energy Management, Water Conservation and Support Services
003-97	Ancillary Repair and Alterations

- 2. Maximum Order:** \$750,000
- 3. Minimum Order:** \$100
- 4. Geographic Coverage (delivery area):** Worldwide
- 5. Point of Preference:** Various
- 6. Basic Discount:** 3%
- 7. Quantity Discounts:** Task orders of \$300,000 or more 5%
- 8. Prompt Payment Terms:** ½ of 1%, Net 15 Days
- 9. Government purchase cards accepted:** Yes (excludes prompt payment discounts)
- 10. Foreign Items (list items by country of origin):** None
- 11a. Time of Delivery:**
  - Normal: Varies per service performed
  - Expedited: Items available for expedited delivery are noted in price list
  - Urgent Requirement: Contact contractor
- 12. F.O.B. Point:** Destination
- 13. Ordering Address:** Same as Contractor
- 14. Payment Address:** Same as Contractor

15. **Warranty Provision:** Contractor's Standard Commercial Warranty
16. **Export Packing Charges:** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the minor purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
24. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
25. **Data Universal Numbering System (DUNS) number:** 781175112
26. **Northern Management Services Inc. is active in CCR.**

**NOTE: For SIN's 003-100 and 871-100 reference pricing sheets for terms and conditions.**



**Government Awarded Prices (net prices)**

SIN 811-002 POSITION - WAGE CLASSIFICATION	5 - YEAR BASE PERIOD (HOURLY RATES)									
	1st Year		2nd Year		3rd Year		4th Year		5th Year	
	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-
	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME
Project Manager	92.02	126.67	95.24	131.10	98.46	135.54	101.68	139.97	104.90	144.40
Chief Engineer	87.56	119.97	90.62	124.17	93.69	128.37	96.75	132.57	99.81	136.77
Lead Engineer	84.48	115.35	87.43	119.39	90.39	123.43	93.35	127.46	96.30	131.50
Scheduler, Maintenance	33.42	48.29	34.59	49.98	35.76	51.67	36.93	53.36	38.10	55.05
Secretary IV	43.48	63.37	45.00	65.59	46.52	67.81	48.04	70.03	49.56	72.24
Service Order Dispatcher	35.18	50.92	36.41	52.70	37.64	54.49	38.87	56.27	40.10	58.05
Custodial Supervisor	36.22	51.63	37.48	53.44	38.75	55.24	40.02	57.05	41.29	58.86
Custodial Lead	29.92	42.18	30.97	43.66	32.01	45.14	33.06	46.61	34.11	48.09
Janitor	26.61	38.08	27.55	39.41	28.48	40.74	29.41	42.08	30.34	43.41
Laborer, Grounds Maintenance	29.93	43.04	30.97	44.55	32.02	46.06	33.07	47.56	34.11	49.07
Engineer	81.40	110.73	84.25	114.61	87.09	118.48	89.94	122.36	92.79	126.23
Carpenter, Maintenance	43.09	62.79	44.60	64.99	46.11	67.19	47.62	69.39	49.12	71.58
Electrician, Maintenance	54.55	79.98	56.46	82.78	58.37	85.58	60.28	88.38	62.18	91.18
General Maintenance Worker	35.47	51.36	36.71	53.16	37.95	54.96	39.19	56.75	40.43	58.55
HVAC Mechanic	39.10	56.81	40.47	58.80	41.84	60.79	43.21	62.78	44.58	64.76
Laborer	28.32	40.64	29.32	42.07	30.31	43.49	31.30	44.91	32.29	46.33
Locksmith	37.29	54.09	38.59	55.98	39.90	57.87	41.20	59.76	42.51	61.66
Maintenance Trades Helper	29.85	42.93	30.89	44.43	31.94	45.93	32.98	47.44	34.03	48.94
Boiler Tender	49.51	72.43	51.25	74.96	52.98	77.50	54.71	80.03	56.44	82.57
Stationary Engineer	50.50	73.90	52.27	76.49	54.03	79.08	55.80	81.66	57.57	84.25
Engineering Technician VI	59.69	87.69	61.78	90.76	63.87	93.83	65.96	96.90	68.05	99.97
Painter, Maintenance	37.29	54.09	38.59	55.98	39.90	57.87	41.20	59.76	42.51	61.66
Plumber, Maintenance	48.14	70.37	49.83	72.83	51.51	75.30	53.20	77.76	54.88	80.22

SIN 811-003 POSITION - WAGE CLASSIFICATION	5 - YEAR BASE PERIOD (HOURLY RATES)									
	1st Year		2nd Year		3rd Year		4th Year		5th Year	
	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-
	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME
Contract Manager	153.62	219.06	158.99	226.73	164.37	234.40	169.75	242.06	175.12	249.73
Building Manager	122.82	172.86	127.12	178.92	131.42	184.97	135.72	191.02	140.01	197.07
Project Manager	92.02	126.67	95.24	131.10	98.46	135.54	101.68	139.97	104.90	144.40
Chief Engineer	87.56	119.97	90.62	124.17	93.69	128.37	96.75	132.57	99.81	136.77
Lead Engineer	84.48	115.35	87.43	119.39	90.39	123.43	93.35	127.46	96.30	131.50
Scheduler, Maintenance	33.42	48.29	34.59	49.98	35.76	51.67	36.93	53.36	38.10	55.05
Secretary IV	43.48	63.37	45.00	65.59	46.52	67.81	48.04	70.03	49.56	72.24
Service Order Dispatcher	35.18	50.92	36.41	52.70	37.64	54.49	38.87	56.27	40.10	58.05
Custodial Supervisor	36.22	51.63	37.48	53.44	38.75	55.24	40.02	57.05	41.29	58.86
Custodial Lead	29.92	42.18	30.97	43.66	32.01	45.14	33.06	46.61	34.11	48.09
Janitor	26.61	38.08	27.55	39.41	28.48	40.74	29.41	42.08	30.34	43.41
Laborer, Grounds Maintenance	29.93	43.04	30.97	44.55	32.02	46.06	33.07	47.56	34.11	49.07
Engineer	81.40	110.73	84.25	114.61	87.09	118.48	89.94	122.36	92.79	126.23
Carpenter, Maintenance	43.09	62.79	44.60	64.99	46.11	67.19	47.62	69.39	49.12	71.58
Electrician, Maintenance	54.55	79.98	56.46	82.78	58.37	85.58	60.28	88.38	62.18	91.18
General Maintenance Worker	35.47	51.36	36.71	53.16	37.95	54.96	39.19	56.75	40.43	58.55
HVAC Mechanic	39.10	56.81	40.47	58.80	41.84	60.79	43.21	62.78	44.58	64.76
Laborer	28.32	40.64	29.32	42.07	30.31	43.49	31.30	44.91	32.29	46.33
Locksmith	37.29	54.09	38.59	55.98	39.90	57.87	41.20	59.76	42.51	61.66
Maintenance Trades Helper	29.85	42.93	30.89	44.43	31.94	45.93	32.98	47.44	34.03	48.94
Boiler Tender	49.51	72.43	51.25	74.96	52.98	77.50	54.71	80.03	56.44	82.57
Stationary Engineer	50.50	73.90	52.27	76.49	54.03	79.08	55.80	81.66	57.57	84.25
Engineering Technician VI	59.69	87.69	61.78	90.76	63.87	93.83	65.96	96.90	68.05	99.97
Painter, Maintenance	37.29	54.09	38.59	55.98	39.90	57.87	41.20	59.76	42.51	61.66
Plumber, Maintenance	48.14	70.37	49.83	72.83	51.51	75.30	53.20	77.76	54.88	80.22

SIN 811-005 POSITION - WAGE CLASSIFICATION	5 - YEAR BASE PERIOD (HOURLY RATES)									
	1st Year		2nd Year		3rd Year		4th Year		5th Year	
	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-
	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME
Project Manager	92.02	126.67	95.24	131.10	98.46	135.54	101.68	139.97	104.90	144.40
Chief Engineer	87.56	119.97	90.62	124.17	93.69	128.37	96.75	132.57	99.81	136.77
Lead Engineer	84.48	115.35	87.43	119.39	90.39	123.43	93.35	127.46	96.30	131.50
Secretary IV	43.48	63.37	45.00	65.59	46.52	67.81	48.04	70.03	49.56	72.24
Engineer	81.40	110.73	84.25	114.61	87.09	118.48	89.94	122.36	92.79	126.23
Electrician, Maintenance	54.55	79.98	56.46	82.78	58.37	85.58	60.28	88.38	62.18	91.18
General Maintenance Worker	35.47	51.36	36.71	53.16	37.95	54.96	39.19	56.75	40.43	58.55
HVAC Mechanic	39.10	56.81	40.47	58.80	41.84	60.79	43.21	62.78	44.58	64.76
Laborer	28.32	40.64	29.32	42.07	30.31	43.49	31.30	44.91	32.29	46.33
Maintenance Trades Helper	29.85	42.93	30.89	44.43	31.94	45.93	32.98	47.44	34.03	48.94
Boiler Tender	49.51	72.43	51.25	74.96	52.98	77.50	54.71	80.03	56.44	82.57
Stationary Engineer	50.50	73.90	52.27	76.49	54.03	79.08	55.80	81.66	57.57	84.25

SIN 811-006 POSITION - WAGE CLASSIFICATION	5 - YEAR BASE PERIOD (HOURLY RATES)									
	1st Year		2nd Year		3rd Year		4th Year		5th Year	
	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-	REG	OVER-
	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME
Project Manager	173.87	249.43	179.96	258.16	186.25	267.20	192.77	276.55	199.52	286.23
Team Lead Evaluator (Supervisor)	149.20	212.42	154.42	219.85	159.83	227.55	165.42	235.51	171.21	243.76
Evaluator (Source Data)	112.19	156.91	116.12	162.40	120.18	168.09	124.39	173.97	128.74	180.06
Technician I	87.52	119.90	90.58	124.10	93.75	128.44	97.03	132.94	100.43	137.59
Technician II	81.35	110.65	84.20	114.52	87.14	118.53	90.19	122.68	93.35	126.97
Technician III	72.10	96.77	74.62	100.16	77.24	103.66	79.94	107.29	82.74	111.05
IT Technician	92.15	126.84	95.38	131.28	98.71	135.87	102.17	140.63	105.74	145.55
Data Processor	61.31	80.58	63.46	83.40	65.68	86.32	67.98	89.34	70.35	92.47
Design Services	175.24	248.49	181.37	257.19	187.72	266.19	194.29	275.51	201.09	285.15
Engineering Services	175.24	248.49	181.37	257.19	187.72	266.19	194.29	275.51	201.09	285.15



## **SIN 003-100 & SIN 871-100**

**003 100 - Ancillary Supplies and/or Services, Relating to Facilities Maintenance And Management Solutions For Real Property, Dockside Facilities Maintenance, Repair Services And Dry Docking Solutions and Industrial, Aerospace And Marine Coating Solutions** - Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule.

**871 100 - Ancillary Supplies and/or Services, Relating to Energy Management, Water Conservation and Support Services** - Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule.

### **TERMS & CONDITIONS:**

**Pricing for supplies and materials will be procured using the latest edition of the following price catalogs with a 4% handling fee:**

- ◇ Johnston Supply HVACR Catalog
- ◇ W.W. Grainger
- ◇ HD Supply Solutions
- ◇ MSC Industrial Supply Co.
- ◇ Maintenance Warehouse Solutions (Home Depot Supply)
- ◇ Allied Electronics
- ◇ Mouser Electronics
- ◇ McMaster-Carr
- ◇ Lab Safety Supply, Inc. (Safety & Industrial Supply)
- ◇ Franklin Machine Products (FMP)

Product or materials that appear in more than one approved catalog will be offered at the lowest approved catalog pricing, shipping and all costs considered.

### **For additional services work:**

Performance of additional services work will be offered using the latest edition of RS Means costing less 2%.

<b>SIN 003-97</b> <b>POSITION -</b> <b>WAGE</b> <b>CLASSIFICATION</b>	<b>5 - YEAR BASE PERIOD (HOURLY RATES)</b>									
	<b>1st Year</b>		<b>2nd Year</b>		<b>3rd Year</b>		<b>4th Year</b>		<b>5th Year</b>	
	<b>REG</b>	<b>OVER-</b>	<b>REG</b>	<b>OVER-</b>	<b>REG</b>	<b>OVER-</b>	<b>REG</b>	<b>OVER-</b>	<b>REG</b>	<b>OVER-</b>
	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>
<b>Project Manager</b>	128.98	179.10	133.49	185.37	138.17	191.86	143.00	198.57	148.01	205.52
<b>Superintendent</b>	113.72	156.20	117.70	161.67	121.82	167.33	126.08	173.18	130.50	179.24
<b>Foreman</b>	103.70	141.17	107.33	146.11	111.09	151.22	114.97	156.52	119.00	162.00
<b>Carpenter</b>	90.43	121.27	93.60	125.51	96.87	129.91	100.26	134.45	103.77	139.16
<b>Plumber</b>	87.35	116.65	90.41	120.73	93.57	124.96	96.85	129.33	100.24	133.86
<b>Electrician</b>	95.06	128.21	98.39	132.70	101.83	137.34	105.39	142.15	109.08	147.12
<b>Painter</b>	87.35	116.65	90.41	120.73	93.57	124.96	96.85	129.33	100.24	133.86
<b>Sheetmetal Worker</b>	82.72	109.71	85.62	113.55	88.61	117.52	91.71	121.64	94.92	125.89
<b>Power Equipment Operator</b>	82.72	109.71	85.62	113.55	88.61	117.52	91.71	121.64	94.92	125.89
<b>Laborer</b>	76.56	100.46	79.24	103.98	82.01	107.62	84.88	111.38	87.85	115.28
<b>Hazardous Material Handler</b>	91.98	123.59	95.20	127.92	98.53	132.39	101.98	137.03	105.55	141.82
<b>Drywaller</b>	82.72	109.71	85.62	113.55	88.61	117.52	91.71	121.64	94.92	125.89
<b>Brick Layer / Concrete Worker</b>	98.14	132.84	101.57	137.49	105.13	142.30	108.81	147.28	112.62	152.44
<b>Iron Worker</b>	60.58	76.50	62.70	79.18	64.89	81.95	67.17	84.82	69.52	87.79
<b>Pipefitter</b>	87.35	116.65	90.41	120.73	93.57	124.96	96.85	129.33	100.24	133.86
<b>Roofer</b>	84.27	112.02	87.22	115.94	90.27	120.00	93.43	124.20	96.70	128.55
<b>Locksmith</b>	90.43	121.27	93.60	125.51	96.87	129.91	100.26	134.45	103.77	139.16
<b>Floor Layer</b>	85.81	114.34	88.81	118.34	91.92	122.48	95.14	126.77	98.47	131.21
<b>Controls Engineer</b>	105.85	144.40	109.55	149.45	113.39	154.68	117.36	160.10	121.47	165.70
<b>Engineering Services</b>	175.24	248.49	181.37	257.19	187.72	266.19	194.29	275.51	201.09	285.15

## COMPANY INFORMATION

Northern Management Services, Inc. (NMSI) offers the GSA services under the following SINs:

- 811-002: Complete Facilities Maintenance
- 811-003: Complete Facilities Management
- 811-005: Refrigeration, Heating, Ventilation and Air Conditioning HVAC Maintenance
- 811-006: Facilities Maintenance and Management Consulting
- 003-100: Ancillary Supplies, Facilities Maintenance
- 871-100: Ancillary Supplies, Energy Management
- 003-97: Ancillary Repair and Alterations

For more than eighteen years, NMSI has successfully delivered a full range of facility engineering, maintenance, and management services to various federal government agencies that are similar in nature, scope, and duration to the above SINs.

Our high quality, cost-effective facility and plant operations maintenance services enhance lifecycle and performance and maintain the value of aging and new government facilities. We provide preventive, corrective, predictive, and reliability-centered maintenance programs that resolve issues before they become problems and are designed to meet the requirements of all regulatory agencies.

Our facility mservices include using efficient and effective processes to manage resources, purchases, inventory control, quality control, storage, logistics, and evaluations. We plan, provide, and manage all elements of a facility's interior and exterior environments. This involves long range facility planning, responding to the immediate need of repairing essential equipment, refining procedures, planning and overseeing major building renovations and repairs, analyzing lifecycle costs, performing value engineering, ensuring energy efficiency, proactively anticipating and reacting to security issues, preparing for emergencies, performing disaster recovery, and establishing and enforcing standards.

### *Corporate Background*

Since 1991, NMSI has performed construction and mechanical maintenance services contracts for numerous federal agencies throughout the continental United States. Being a small HUBZone certified business entity, NMSI understands that smaller companies sometimes need to take a more comprehensive and aggressive strategy to be successful in today's competitive facility maintenance and construction arena.

NMSI, together with our participants (subcontractors and vendors), has all the systems in place and resources at hand to formulate, implement and manage complete facilities management programs. NMSI's Operations and Maintenance Division is led by Mr. Kent Malone who orchestrates and oversees all contract activities for the company's operation, maintenance, custodial, and grounds services. Mr. Malone has over twenty years of proven leadership experience in the facility maintenance and management arena. He is particularly adept at transitioning maintenance and management services on large multi-story superstructures and

multiple, occupied facilities. He has the full-time support of several vital and experienced frontline corporate managers and supervisors and a staff of approximately 350 employees.

NMSI is staffed with hardworking, professional personnel dedicated to customer satisfaction. Employee performance and incentives revolve around employees being recognized for their skills in the field, customer satisfaction feedback, and management's reinforcement of quality workmanship. Company policy utilizes a team effort and requires input from all areas of operation. With computer-enhanced planning, scheduling, and personnel utilization tools, the company optimizes its performance as an operations and mechanical maintenance contractor that provides the Federal Government with the highest level of support, timely delivery, on-budget and performance-driven satisfaction of technical requirements, compliance with all federal, state and local laws and regulations, and customer satisfaction. In order to be successful in today's industry, NMSI creates a customer oriented environment. This is accomplished through a partnership between NMSI and government contract and technical representatives. All NMSI employees are encouraged to provide input and suggest ways to strengthen performance, customer satisfaction, quality of workmanship, and safety in the workplace. Local managers are encouraged to keep federal personnel abreast of all day-to-day contract operations in order to optimize the working relationship to ensure that all project stakeholders meet objectives.

The corporate office is outfitted with the latest technology and management best practices. These tools are provided to all NMSI contract managers and functional leads. This enables the firm to maximize facility maintenance services, enhance management support, oversee day-to-day operations, and control its contracts utilizing continuous improvement and quality performance. To allow its local managers to operate and manage contracts of the scope and magnitude of pending GSA Indefinite Delivery/Indefinite Quantity and resultant task orders efficiently and productively, NMSI contract managers have all necessary levels of authority and immediate administrative and technical support from the corporate office. Corporate resources are available 24 hours per day, 7 days a week, 365 days per year (24x7x365). This enhances the company's ability to provide increased technical and administrative support and ensure effective working relations with various federal agencies.

NMSI's work experience very closely parallels the work in each SIN. The company has enjoyed providing the federal government with only the highest level of technical support and mechanical services for many years. Past performance ratings from different agencies reflect the firm's success in providing local support and customer satisfaction at all its locations.

### *Understanding of Requirements*

For the past eighteen years, NMSI has provided government agencies with services in Facility Maintenance (SIN 811-002), Facilities Management (SIN 811-003), Refrigeration, Heating, Ventilation, Air Conditioning, and HVAC Maintenance (SIN 811-005), Facilities Maintenance and Management Consulting (SIN 811-006), and Ancillary Repair and Alterations (SIN 003-97).

The following descriptions reflect our comprehensive understanding of the technical, contractual, and management requirements of the SINs we offer.

**SIN 811-002: Complete Facilities Maintenance**

NMSI will provide all facility maintenance, supervision, labor and materials, supplies, repair parts, tools, and equipment. NMSI will plan, schedule, coordinate and ensure the effective and economical operation, maintenance, and repair of the federal facility(s) pertaining to architectural, structural, mechanical, custodial, and grounds maintenance services.

Our maintenance process starts with developing a project plan that is performance-driven and results-oriented. This is turned over to the designated NMSI Contract Manager who is responsible for implementing the project with the assigned Project Manager and providing project oversight and technical support. The Project Manager is responsible for establishing frontline communication with the government COR/COTR and ensuring that the project is completed within budget, on schedule, and is compliant with all contract requirements.

All mechanical, electrical, plumbing, and utility systems will be operated in a manner compatible with current GSA energy, water conservation, and environmental requirements, and maintained at the highest level throughout the contract performance period. NMSI will perform scheduled and unscheduled maintenance and repairs, as necessary, on a 24x7x365 basis, including emergency call-back service.

NMSI fully recognizes that the services covered by the Complete Facilities Maintenance Services SIN are vital to the Government's mission; that continuity of these services must be maintained at the utmost proficiency without interruption at all times.

NMSI will establish written procedures for Operational Tours and Inspections. These procedures will include observing and inspecting mechanical and electrical equipment for proper operation, turning equipment on or off, reporting problems, documenting equipment system failures, making minor adjustments to equipment located throughout the building(s), etc.

The building(s) systems will be operated in an energy-efficient manner to provide optimal environmental conditions. NMSI will provide all necessary technical support for the Energy Management Systems. Outside air will be used to the maximum during moderate seasons based on outside temperatures and humidity conditions. Ventilation will be adequately filtered during hours of occupancy to assure a safe and healthful environment in accordance with federal regulations.

NMSI will develop and implement a preventive maintenance (PM) program using manufacturer recommendations and/or acceptable industry standards. All mechanical equipment and systems will be maintained at the highest level, fair wear and tear accepted, to assure that the building(s) are operated in an efficient and economical manner. NMSI will be responsible for inspection, testing, maintenance, and repair of equipment and systems which impact personnel

or physical safety, including electrical switchgear, life safety systems, HVAC systems, backflow preventers, emergency generators, and pressure vessels. This work will be performed by qualified personnel who are fully knowledgeable in inspecting, testing, maintenance, and repair of such systems. NMSI will provide the COR with an official certified report detailing the items inspected, results of tests, preventive maintenance adjustments performed, and a brief description of any defects found and repairs and replacements made. NMSI will establish and maintain PM records for each piece of equipment or system. Records will reflect periodic maintenance performed and the completion dates.

NMSI will provide facility maintenance, supervision, manpower, equipment, and supplies necessary to meet the quality requirements associated with janitorial services in the federal building(s). The building areas to be serviced will be maintained free of discarded materials and trash, obvious dust and debris, and present an overall clean appearance. Cleaning products used during the performance of custodial services will be free of harmful detergents.

All waste generated in the building will be collected and removed to designated areas. Rooms used for the collection of solid waste will be kept clean and present an overall appearance of cleanliness. Waste receptacles will be free of residue. Liners will not be torn nor contain residue. Materials in containers earmarked for recycling will be removed and disposed of properly. The daily cleaning schedule will include specific area, the day of week, and the time of day work will be provided. The periodic cleaning schedule will include specific areas, frequencies, dates and timeframes when the work will be accomplished. NMSI will submit to the COR(s) a daily work report of the periodic work performed and will specify the location where the work was completed. NMSI will provide a comprehensive Integrated Pest Management Program for building(s).

Landscape maintenance will be performed on a continuous cycle to maintain the outside area(s) in a neat and clean manner. All trash and litter will be removed from the site. All improved areas will be policed for trash and litter once a day. All other areas will be policed once a week.

Weeds on building grounds will be eradicated and removed in order to present a neat, well maintained appearance at all times. Shrub beds, sidewalks, gutters, roadways and other surfaces surrounding the building will be free of leaves and other debris. Plants, trees and shrubs will show no sign of excess dryness. During the irrigation season, or as needed at other times, the improved area plants, shrubs, and lawn will receive sufficient amounts of water necessary to present a uniform green color without brown or barren areas resulting from lack of water. Plants, trees and shrub will have a healthy texture and color. Soil samples will be taken to determine needs, and the type and amount of fertilizer or lime applied will be based on the results of the soil test. Trees and shrubs will be pruned to remove all dead or dying limbs and branches. Tree branches will be thinned and elevated as needed. Trees and shrubs will be trimmed as often as necessary to present a neat and well groomed appearance at all times.

NMSI will establish a complete Quality Control Program (QCP) to assure that the requirements of the contract are provided as specified. The QCP will be the system that identifies and corrects deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Government inspectors point out deficiencies. This QCP is of paramount importance in preventing performance problems.

NMSI's inspection system will be tailored to the specific building(s) covered under the terms of the contract including all services included in contract specifications. A checklist will be used during regularly scheduled and unscheduled inspections. The person who actually performs the work being inspected will not perform Quality Control Inspections. Employees will be notified of deficiencies found in their areas of responsibility, the deficiencies will be corrected, and the affected employees will be counseled/retrained, as necessary, to ensure that deficiencies do not recur. NMSI will maintain a local file of all inspections conducted, including the corrective actions taken.

#### **SIN 811-003: Complete Facilities Management**

NMSI will provide all facility management, supervision, labor, materials, supplies, tools, and equipment. NMSI will plan, schedule, coordinate and assure the effective and economical operation, maintenance, and repair of the federal facility(s) as they pertain to budgeting, tenant relations, quality compliance, customer satisfaction, and architectural, structural, mechanical, custodial, and grounds maintenance services.

NMSI fully recognizes that the services covered by Complete Facilities Management are vital to the Government's mission; that continuity of these services must be maintained at the utmost proficiency without interruption at all times.

From receipt of the first Task Order through the completion of the last Task Order, NMSI will manage all contract related activities with the precision and oversight required, including supervising all subcontractor and vendor/supplier performance.

Our management process starts with developing a project plan that is performance-driven and results-oriented and turning it over to the designated NMSI Contract Manager who is responsible for implementing the project with the assigned Project Manager and providing project oversight and technical support. The Project Manager is responsible for establishing front-line communication with the government COR/COTR and ensuring that the project is completed within budget, on schedule, and is compliant with all contract requirements. The plan identifies critical milestones, contract deliverables, quality checks, measurements of successful performance, and customer sign-offs. Through each project, the Contract Manager and the Project Manager interface with the government Contracting Officer, the field staff, and all subcontractor and vendor/supplier personnel to ensure job completion and customer satisfaction.

#### **SIN 811-005: Refrigeration, Heating, Ventilation and Air Conditioning HVAC Maintenance**

NMSI will provide all management, supervision, labor, materials, supplies, repair parts, tools and equipment. NMSI will plan, schedule, coordinate and ensure the effective and economical

operation, maintenance, and repair of the federal facility(s) as it pertains to architectural, structural, and mechanical maintenance services for HVAC systems.

Our HVAC maintenance process starts with developing a project plan that is performance-driven and results-oriented. This is turned over to the designated NMSI Contract Manager who is responsible for implementing the project with the assigned Project Manager and providing project oversight and technical support. The Project Manager is responsible for establishing frontline communication with the government COR/COTR and ensuring that the project is completed within budget, on schedule, and is compliant with all contract requirements.

All HVAC mechanical, electrical, plumbing, and utility systems will be operated compatible with current GSA energy, water conservation, and environmental requirements, and maintained at an acceptable level throughout the contract performance period. NMSI will perform scheduled and unscheduled maintenance and repairs, as necessary, on a 24 hour-a-day, 365 days per year basis, including emergency call-back service.

The building(s) systems will be operated in an energy efficient manner to provide the highest environmental conditions. NMSI will provide all necessary technical support for the Energy Management Systems. Outside air shall be used to the maximum during moderate seasons based on outside temperatures and humidity conditions. Ventilation shall be adequately filtered during hours of occupancy to assure a safe and healthful environment in accordance with Federal regulations.

NMSI will develop and implement a preventive maintenance (PM) program using manufacturer recommendations and/or acceptable industry standards. All mechanical equipment and systems will be maintained at the highest level, fair wear and tear accepted, to assure that the building(s) are operated in an efficient and economical manner. NMSI will be responsible for inspection, testing, maintenance, and repair of equipment and systems which impact personnel or physical safety, including electrical switchgear, life safety systems, HVAC systems, backflow preventers, emergency generators, and pressure vessels. This work will be performed by qualified personnel who are fully knowledgeable in inspecting, testing, maintenance, and repair of such systems. NMSI will provide the COR with an official certified report detailing the items inspected, results of tests, preventive maintenance adjustments performed, and a brief description of any defects found and repairs and replacements made. NMSI will establish and maintain PM records for each piece of equipment or system. Records will reflect periodic maintenance performed and the completion dates.

NMSI will establish a complete Quality Control Program (QCP) to assure that the requirements of the contract are provided as specified. The QCP will be the system that identifies and corrects deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Government inspectors point out deficiencies. This QCP is of paramount importance in preventing performance problems.

NMSI's inspection system will be tailored to the specific building(s) covered under the terms of the contract including all services included in contract specifications. A checklist will be used during regularly scheduled and unscheduled inspections. The person who actually performs the



work being inspected will not perform Quality Control Inspections. Employees will be notified of deficiencies found in their areas of responsibility, the deficiencies will be corrected, and the affected employees will be counseled/retrained, as necessary, to ensure that deficiencies do not recur. NMSI will maintain a local file of all inspections conducted, including the corrective actions taken.

**SIN 811-006: Facilities Maintenance and Management Consulting**

NMSI will provide facility(s) consulting services that include, but are not limited to: development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in the areas of facilities maintenance and management solutions. NMSI also offers engineering, energy conservation, hazardous assessment, job safety analysis, and mechanical equipment energy assessments.

**SIN 003 100 - Ancillary Supplies and/or Services, Relating to Facilities Maintenance And Management Solutions For Real Property, Dockside Facilities Maintenance, Repair Services And Dry Docking Solutions and Industrial, Aerospace And Marine Coating Solutions** - Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule.

**SIN 871 100 - Ancillary Supplies and/or Services, Relating to Energy Management, Water Conservation and Support Services** - Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule.

**SIN 003-97: Ancillary Repair and Alterations**

NMSI will perform repair and alterations ancillary to existing SINs under this schedule. Ancillary Repair and Alterations (R&A) projects are those (1) solely associated with the repair, alteration, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar non-complex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and

other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act). NMSI has significant experience in full construction services and offers those construction services under other procurement options.

The work performed under this SIN will be associated with existing SINs that are part of this Schedule. Ancillary R&A services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in FAR 36 including the Davis Bacon Act and the Miller Act.

Special Instructions: No award will be made under SIN 003-97 Ancillary Repair and Alteration unless an offer is awarded (or received award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under this Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), the ordering activity must receive approval of the PBS Building Manager and contractor before any repair and alteration work can be ordered. Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the NMSI contractor performing the R&A services.